

January 3, 2007

## **Instructions for filing Monthly Activity Reports**

Mortgage Brokers and Bankers must file a separate monthly report of all closed retail transactions for each office and each license held with the Division, pursuant to NRS 645B.080 and NRS 645E.350. *Effective January 1, 2007 these reports must be submitted as an e-mail attachment in Excel format and sent to the appropriate address listed below.* The Monthly Activity Report Excel [form](#) is available on our website at “[www.mld.nv.gov](http://www.mld.nv.gov)” under the forms’ link.

If the licensee holds both a broker and banker license at one location, two reports must be provided. The report must be filed by the 15<sup>th</sup> of each month for the activity of the previous month. If no loans were arranged in that month, the report must state that fact. If multiples investors fund a transaction, the report must list all investors individually as legally recorded, and include the percentage or dollar amount of each investor/lender. An attached list may be used.

**Links to these e-mail addresses may be found on our website homepage.**

**For licensees’ Southern Nevada offices use:**

email: [MARLV@MLD.NV.GOV](mailto:MARLV@MLD.NV.GOV)

**For licensees’ Northern Nevada offices use:**

email: [MARCC@MLD.NV.GOV](mailto:MARCC@MLD.NV.GOV)

### ***Mortgage Brokers who assign beneficial interest to non-institutional investors***

Mortgage Brokers who arrange for the sale/assignments of beneficial interest in an existing note and deed of trust to *non-institutional* investors/lenders must report each such transaction monthly on an Addendum A. Licensees must still submit the standard monthly activity report in addition to the Addendum A. Sale/assignments to secondary market institutional investors do **not** need to be reported. The Addendum A is attached to the Monthly Activity Report on the web site.

### **Mortgage Brokers who service loans**

If the broker services loans arranged through his license on behalf of investors and the debtor has failed to make two or more consecutive payments in accordance with the terms of the loan, the mortgage broker must report the delinquencies to the Division and the investors in accordance with NRS 645B.260.